

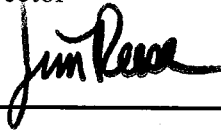
UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

OK Notice PM-1403

For: County Offices

### STAR WEB 4.0 Training

Approved by: State Executive Director



#### 1 Overview

##### A Background

The National Finance Center developed an internet-based System for Time And Attendance Reporting (STAR WEB) program to replace the legacy application PC-TARE. STAR Web training targets FSA Federal and County Office Timekeepers. State Office timekeepers began using STAR WEB 3.0 program September 2003. During May and June, Sessions 1 through 4 were conducted. Two additional interactive training sessions will be conducted in Stillwater.

##### B Purpose

The purpose of this notice is to announce Sessions 5-6 of Oklahoma Star Web Timekeeper Training.

The STAR Web Timekeeper Training consists of the following modules:

- Access website
- Enter current time and attendance data elements
- Print reports
- Verify and transmit records
- Correction of T&A
- Rollover to new pay period
- Addition, update and removal of employee records

Disposal Date	Distribution
December 1, 2004	County Offices

9/28/2004

**2. Scheduled Training**

**A Training Site and Dates**

Penney Park and Lynn McCoy will conduct STAR WEB training at the FSA State Office in the DD/Training Room. Attendees will enter current time and attendance elements during training.

Session 5 will begin at 9:00 a.m. on Tuesday, October 5, and will end by 3:00 p.m.

Session 6 will begin at 9:00 a.m. on Wednesday, October 6, and will end by 3:00 p.m.

**B Attendance**

Exhibit 1 lists primary timekeepers scheduled to attend. Space is limited. Attendees will train their backups in each county office upon return.

**C Lodging/per diem**

A block of rooms is available at the Hampton Inn, Hall of Fame and Perkins Road, Stillwater for each of the evenings prior to training. Attendees from Payne, Osage, Pawnee and Kingfisher Counties are not authorized overnight lodging. Participants should contact the Hampton Inn @ 405-743-1306 to make room reservations as soon as possible before scheduled training. Participants should state they are from the Farm Service Agency when making reservations. Per diem rate in Stillwater is \$91.00 (\$60.00 room and \$31.00 M&IE). It is the participant's responsibility to cancel the room if necessary. Hampton Inn's cancellation policy requires 24 hours advance notice.

**D Travel Authorization**

Retain this notice for travel authorization. An approved AD-202 Travel Authorization is required before incurring travel expenses. DD's will coordinate travel.

**E Accommodation Statement**

Persons with disabilities who require accommodation to attend or participate in this meeting should contact Marty Alberts at 405-742-1140 by September 30, 2004.

**3. Action**

**A Prior to training**

- **Prior** to PP 18 transmission, timekeepers responsible for federal (GS) employee T&A's must embed a timekeeper's (TK) code into the PC-TARE Master Record. Refer to Exhibit 2 for detailed instructions. **Only** those counties listed in Exhibit 3 are required to embed the (TK) code into federal (GS) records. **Non-federal (CO) records will not change.** ((This should have been completed May 1<sup>st</sup> per Ok Notice PM 1935))
- Audit all personnel leave records for accuracy
- Bring AD-1098 (Sick Leave Hours Used for Family Members) up to date
- Ensure records of donations made under the Leave Transfer Program for 2004 are in leave folders
- Document training using ICAMS course number **OK0211**

**Note:** It is critical the above actions are complete by **October 1**. Please respond to [Lynn.McCoy@ok.usda.gov](mailto:Lynn.McCoy@ok.usda.gov) when accomplished.

**B Bring to training**

- Current FSA-958 (Work Schedule Log) for each employee and supporting SF-71 (Request for Leave) forms
- Complete and audited personnel leave folders for ALL employees (including COC members)
- AD-1098, (Sick Leave Hours Used for Family Members) for calendar year 2004

**Note:** Timekeepers will enter time and attendance at the State Office. DO NOT enter time into PC-TARE on Monday if scheduled for training Tuesday or Wednesday.

**Session 5: October 5, 2004**

Butler	Jan	Stephens
Cameron	Shirley	Cimarron
Dick	Duane	Custer
Fields	Cindy	Woodward
Fite	Lori	Beckham
Greer	Coletta	Washita
Huebner	Cindy	Beaver
Puckett	Paula	Jackson
Rodkey	Sheila	Woods
Springer	Misty	Roger Mills
Whisenant	Faith	Harmon
Word	Starla	Ellis

**Session 6: October 6, 2004**

Breeden	Rebecca	Atoka
Glendenning	Karen	Osage
Grindstaff	Diana	Leflore
Little	Carla	Pontotoc
Long	Donna	Mayes
Stout	Sandra	Muskogee
Holland	Gail	Payne
Smith	Cassandra	Kingfisher
Taylor	Gayla	Nowata
Thomas	Donna	Garfield
Vandevier	Deidra	Bryan
Wofford	Shannon	Hughes

**Instructions to change the timekeeper (TK) code in PCTARE for  
Federal (GS) Employees**

1. Create PCTARE Master for PP 18, 2004
2. Access PCTARE Main Menu
3. Select option 01 (Add or Modify Master Record)
4. Enter the first federal employee's SSN on the Master Record Screen
5. Press F3 to modify a line
6. Enter line number 3 (T&A contact point line)
7. Reenter the T&A Contact Point as:  
    **FA 40 4460 01 XX** (the XX is the two digit timekeeper code for your county)
8. The cursor should go back to the bottom of the screen
9. Enter "0" to end changes
10. Press F4 to update the record
11. Press F2 to return to the Main Menu
12. Repeat process for each federal employee on your PCTARE Master

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Federal Field Office Time Keeper Codes

Exhibit 3

County	Agency	State	City	Unit	Time
Name	Code	Code	Code	Code	Keeper
Cimarron	FA	40	4460	01	13
Ellis	FA	40	4460	01	15
Harper	FA	40	4460	01	16
Texas	FA	40	4460	01	17
Woods	FA	40	4460	01	18
Woodward	FA	40	4460	01	19
Beckham	FA	40	4460	01	21
Custer	FA	40	4460	01	22
Harmon	FA	40	4460	01	24
Kiowa	FA	40	4460	01	26
Tillman	FA	40	4460	01	28
Caddo	FA	40	4460	01	30
Cotton	FA	40	4460	01	33
Garvin/Murray	FA	40	4460	01	34
Grady	FA	40	4460	01	35
Jefferson	FA	40	4460	01	36
Garfield	FA	40	4460	01	43
Kingfisher	FA	40	4460	01	46
Cherokee/Adair/Sequoyah	FA	40	4460	01	51
Craig	FA	40	4460	01	52
Mayes/Delaware	FA	40	4460	01	53
Nowata/Washington	FA	40	4460	01	55
Ottawa	FA	40	4460	01	57

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Exhibit 3

Atoka/Coal/Johnston	FA	40	4460	01	61
Bryan	FA	40	4460	01	62
Choctaw/Pushmataha	FA	40	4460	01	63
LeFlore/Haskell	FA	40	4460	01	64
McCurtain	FA	40	4460	01	65
Pittsburg/Latimer/McIntosh	FA	40	4460	01	66
Okfuskee/Creek	FA	40	4460	01	73
Okmulgee	FA	40	4460	01	74
Payne	FA	40	4460	01	76
Pontotoc	FA	40	4460	01	77